

Memorandum

To: Justice Information Board Members and Designees
From: Brian LeDuc, JIN Program Director
Date: 12/9/2003
Re: Monthly Report November 18-December 17, 2003

1. Agreement for Byrne grant funding for Program Office signed (Attachment 1)

- Agreement signed between OFM and DIS for transfer of funds (\$100,000, monthly invoices)
- Agreement between OFM, Board Co-Chairs for responsibilities of Program Director
 - Work to establish goals and benchmarks in preparation for September 2004 report
 - Produce Board-Approved Work plan (to be updated monthly)
 - Monthly progress reports to Board, Bev Hempleman, OFM

2. Technical Advisory Group Update

- Request for Information issued October 24, 2003
 - Seventy technical questions received from ten vendors
 - Answers posted December 1
 - Responses due December 19
 - Oral presentations, pilot project anticipated in January
- Working with DIS to establish technical policies, guidelines, standards

3. State Homeland Security Strategy (Attachment 2)

Federal strategy includes "improved information sharing to prevent terrorist attacks" but its focus, as well as the Washington strategy, is on emergency response capabilities.

Applications due by December 15, 2003.

\$34 million award, of which 80% is for local initiatives, administered by regional coordinators. (Attachment 2)

Sent message to listserv, various JIN constituents soliciting projects for state integrated justice portfolio (Attachment 2), but it is clear that only a small amount of money might be available for JIN efforts. For this reason, I submitted a grant request for \$200,000 for pilot integration of state data with local sources.

Summary Offender Profile

Preparing RFP for outsourced technical support

Working with SafeHarbor to establish customer support environment (currently in information gathering phase).

Working with AOC on transition plan (see Attachment 3)

RCW Renumbering

Meetings with AOC, WSP, SGC, WAPA, Code Reviser to discuss collaboration on system updates.

Will prepare template, hire someone to update and share with justice community.

Workplan and Budget

Preliminary workplan, budget at Attachment 4

Attachment 1

INTERAGENCY AGREEMENT BETWEEN THE STATE OF WASHINGTON OFFICE OF FINANCIAL MANAGEMENT AND DEPARTMENT OF INFORMATION SERVICES

1.0 PARTIES TO THE AGREEMENT

This Interagency Agreement is made and entered into by and between the Office of Financial Management, hereinafter referred to as "OFM", and the Washington Department of Information Services, hereinafter referred to as "DIS", pursuant to the authority granted by Chapter 39.34 RCW.

2.0 PURPOSE

The purpose of this Agreement is for OFM to provide federal Criminal History Records Improvement Funds pursuant to the Criminal Justice Information Act of 1984 (10.98 RCW) to support the Justice Information Network (JIN) Program office and activities in support of the Washington Integrated Justice Information Board (The Board).

3.0 PERIOD OF PERFORMANCE

This Agreement shall become effective on July 1, 2003, and will expire on June 30, 2004, unless terminated sooner or extended as provided herein.

4.0 RATIFICATION

The execution of this Agreement shall constitute agreement between the parties, hereto, the terms and conditions of which are contained herein. Accordingly, the beginning date of performance under this Agreement shall be July 1, 2003, regardless of the date of execution, and OFM shall reimburse DIS for those costs incurred in performance hereunder for the period between July 1, 2003 and the date of execution of this Agreement.

5.0 TERMS, CONDITIONS, AND OBLIGATIONS

This Agreement establishes that DIS shall comply with all terms, conditions, and obligations set forth in this Agreement.

6.0 STATEMENT OF WORK

OFM is hereby authorizing DIS to use the funds to support the Justice Information Network (JIN) Program office and activities in support of Board. The JIN Program Office, which is hosted at DIS as part of the federal Criminal History Records Improvement will provide the support to the Board as detailed in Exhibit 1.

7.0 COMPENSATION

OFM shall reimburse DIS an amount not to exceed One Hundred Thousand Dollars (\$100,000.00) for the performance of all things necessary for, or incidental to, the work as set forth in this Agreement.

Allowable costs shall include costs incurred by DIS from the first date of the Agreement period, until the Agreement is terminated or expires as provided herein, but in no event shall allowable costs exceed the maximum amount of the Agreement. Costs allowable under this Agreement are based on the following budget:

Total Not-to-exceed amount	\$100,000.00
Byrne Grant Match requirement	<u>\$ 33,333.00</u>
Total required expenditures	<u>\$133,333.00</u>

Requests for payment under this Agreement shall be submitted monthly. Upon receipt and approval of the properly executed invoices, OFM will remit payment to DIS in a total amount not to exceed the value of this Agreement.

Monthly invoices shall reflect the minimum Byrne grant 25% match contribution by DIS.

Monthly invoices shall be forwarded to the attention of Beverly Hempleman at the Office of Financial Management, PO Box 43113, Olympia, Washington, 98504-3113.

8.0 ADMINISTRATION

The following individuals are designated as representatives of the respective parties. The representatives shall be responsible for the administration of this Agreement and for coordinating and monitoring performance under this Agreement. In the event such representatives are changed, the party making the change shall notify the other party.

DIS's representative shall be Stuart McKee, or his successor.

OFM's representative shall be Bev Hempleman, or her successor.

9.0 DISPUTES

Disputes arising under this Agreement shall be resolved by a panel consisting of one representative from OFM, one representative from DIS, and a mutually agreed upon third party. The dispute panel shall thereafter decide the dispute with the majority prevailing. Neither party shall have recourse to the courts unless there is a showing of noncompliance or waiver of this section.

10.0 TERMINATION

Either party may terminate this Agreement upon thirty (30) days written notice to the other party. In the event of termination of this Agreement, the terminating party shall be liable only for performance rendered prior to the effective date of termination.

11.0 CHANGES, MODIFICATIONS AND AMENDMENTS

This Agreement may be waived, changed, modified, or amended only by written agreement executed by both parties hereto.

12.0 EXECUTION

We, the undersigned, agree to the terms of the foregoing Agreement.

DEPARTMENT OF INFORMATION SERVICES
OFFICE OF FINANCIAL MANAGEMENT

Stuart McKee, Director

Susan E. Johnsen, Contract Services Manager

Date

Date

Exhibit 1. Statement of Work

Project Description - JIN Program Office Director

A one-year agreement beginning July 1, 2003 and ending June 30, 2004 to support the JIN Program Office and Activities of the Washington Integrated Justice Information Board (the Board) in an amount not to exceed \$100,000.00. Byrne grant required match activities will be provided in the amount of \$33,333, based on the budget below:

Current Program Office Expenses

Salary	\$90,000.00
Benefits	14,230.92
DIS Administrative Support	51,900.00
Board Meetings	<u>6,000.00</u>
Total	162,130.92

Activities

The JIN Program Director shall work with the Washington Integrated Justice Information Board in establishing a Board-approved work plan to include goals, objectives and activities, and shall provide monthly progress reports to the Washington Integrated Justice Information Board and to the Justice Grants Coordinator for the Office of Financial Management (OFM).

The JIN Program Director shall submit to OFM a work plan that has been approved by the full Washington Integrated Justice Information Board.

The JIN Program Director shall provide monthly written reports to the members of the Washington Integrated Justice Information Board and to the Justice Grants Coordinator for the OFM.

Deliverables and Performance Measures

The JIN Program Director shall:

- Work with the Washington Integrated Justice Information Board to establish goals, a timeline, and identifiable benchmarks for achieving the goals of improving criminal justice integration through June 30, 2004 for progress on the report to the Legislature that is due September 30, 2004;
- Work with the Washington Integrated Justice Information Board to create and deliver to the Board and to the Justice Grants Coordinator for OFM a Board-approved work plan by November 21, 2003;
- Update the work plan - incorporating feedback from the Board and with approval from the Board - on a monthly basis thereafter as described below; and
- Provide monthly written progress reports to the Washington Integrated Justice Information Board and to the Justice Grants Coordinator for OFM by the fifteenth day of each month, beginning in December 2003. Monthly progress reports shall include, but not be limited to:
 - A report of the prior month's activities by the JIN Program Director, including progress towards meeting the month's stated goals; and
 - The JIN Program Director's plans for the next one-month and three-month periods, in a rolling fashion so that every monthly report recaps the prior month and looks ahead to mapping the next one- and three-month periods by refreshing the previous month's work plan.

Board Confirmation

We, the undersigned, on behalf of the Washington Integrated Justice Information Board, hereby confirm that we have directed the JIN Program Office to fulfill all of the responsibilities set forth in this Statement of Work.

Stuart McKee, Co-Chair

Steve Clem, Co-Chair

Date

Date

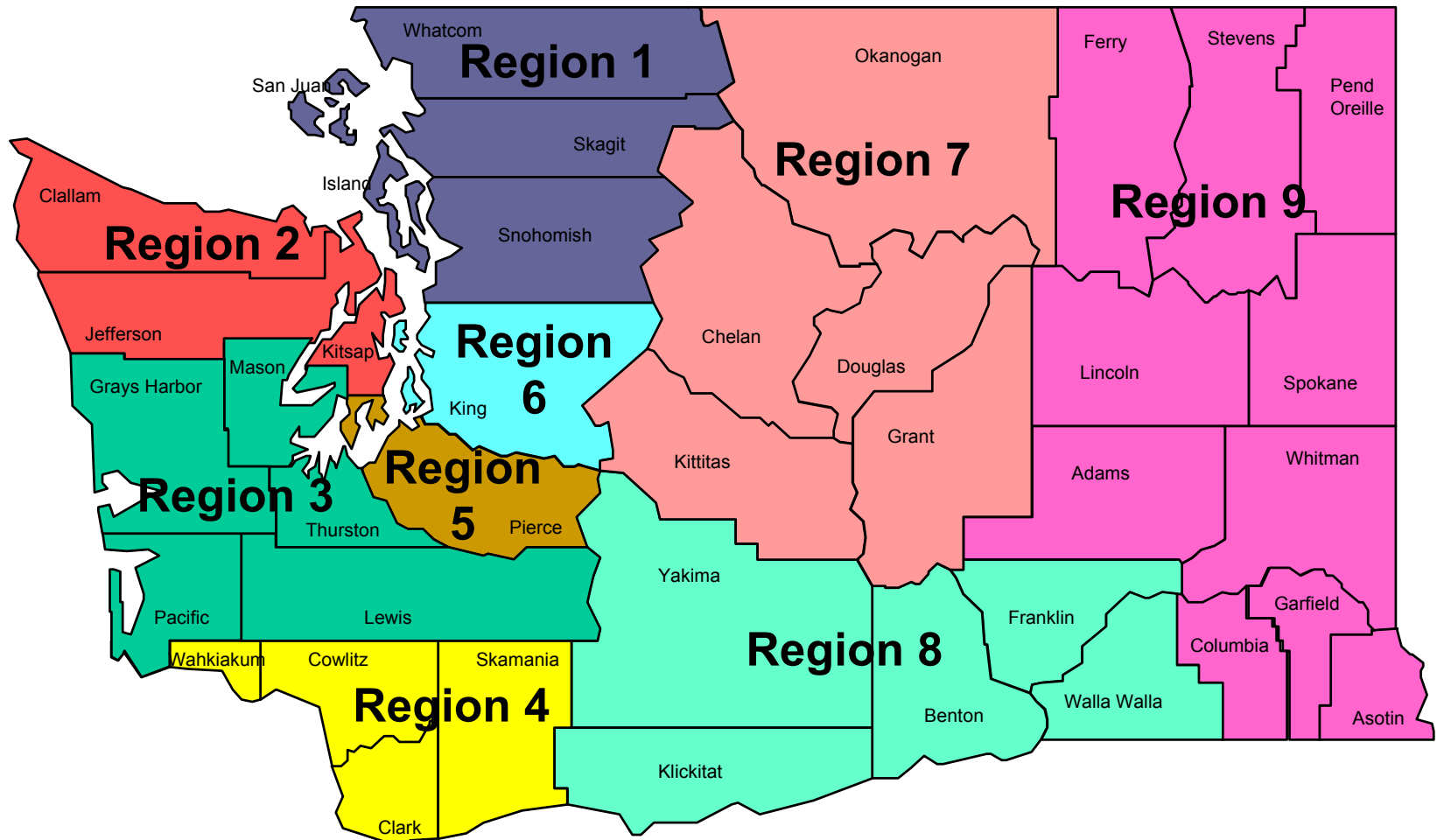
Attachment 2

Integrated Justice Projects

Project	Lead	Est. Cost
Pilot integration of state and local criminal justice data. Share arrest, booking, disposition, warrant, and DV protection order data between AOC, WSP, DOC, King County, Snohomish County, Pierce County and Whatcom County using national justice XML standards.	AOC	\$1,000,000
Phase 1 of Statewide Justice Integration Project Create enterprise architecture for justice Community and automate state to state exchanges of justice information using Justice XML standards	JIN	\$2,000,000
Add data sources to Summary Offender Profile. Add juvenile offender and misdemeanor information, mug shots, driver photos to real-time aggregate query application.	AOC	\$500,000
Upgrade ACCESS (the telecommunications link) and W2 (the state's crime information and criminal history application) to achieve compliance with NCIC 2000*. * NCIC2000 – The FBI's NCIC2000, with its new computer and software technology augments the exchange of information among agencies nationwide to arm police officers with information for making apprehensions and solving crimes. Some of the officer safety information and investigative tools of NCIC2000 include: Digitized fingerprint matching, access to new files pertaining to terrorists and their organizations, digital photo attachments of subjects and stolen property, improved name searches, the ability to "multi-thread" queries (process multiple transactions simultaneously), and improved security, using encryption, network management, and intrusion detection.	WSP	\$1,750,000
Place live-scan devices in high volume sites for electronic submission of Commercial Drivers License (CDL) Hazardous Materials (HazMat). Endorsement applicants and more timely background search results.	WSP	\$533,700
Modify the Automated Identification Information System (AFIS) and Washington State Identification System (WASIS) to accept DOC, civil adjudications, criminal justice-contractors, personal identification submissions and the type 10 record.	WSP	\$290,000
Upgrade software for live-scan devices, AFIS and WASIS for processing live-scan submissions. - Enhance the live-scan devices software for electronic submissions. - Enhance AFIS and WASIS for processing of live-scan submissions. - Upgrade the connectivity method for electronic submissions to AFIS.	WSP	\$250,000
Develop an electronic document archive/retrieval system for criminal history record information.	WSP	\$700,000
Fingerprint scanners to positively identify subjects based on digital fingerprints.	WSP	\$1,000,000
Mobile imaging units (digital cameras) for uploading photos into NCIC2000 (\$1,000 per unit to include transmission and software).	WSP	\$1,000,000
Upgrade software for W2 to incorporate changes to the FBI's Identification For Firearms Sales (IFFS) program	WSP	\$45,000
Seattle Justice Information System (SeaJIS)	City of Seattle	\$1,025,000

Jail Inmate Look-up Service Develop a web-based service to search for current or past jail inmates, and obtain their current custody status and booking history. For the public, general information will be provided via the Internet as is allowed by law. For criminal justice agencies both within and outside King County, detailed information will be available.	King County	\$400,500
Booking and Referral Filing Improve the jail booking and criminal case referral process from the police to the jail and prosecutor, and therefore reduce the time required to process ~60,000 jail booking events every year.	King County	\$810,000
Criminal History Calculation Develop an integrated method for obtaining a complete criminal history, in a manner that will support sentencing calculation efforts by the prosecutor and courts, and provide better information to jail staff for inmate management.	King County	\$540,000
Criminal Case Disposition Update Integrate the effort of notifying all agencies – including arresting agencies – regarding case status and disposition throughout the criminal case lifecycle.	King County	\$405,000
Improved Warrant Management Integrate state and local systems to both streamline the initiation and management of warrants, and support the serving of warrants for in-custody inmates.	King County	\$655,000
Inmate Program and Classification Management Develop integrated capabilities to support the analysis of inmates by both the courts and the jail, for the purpose of both jail housing classification, and qualification for alternative interment programs (e.g., work release, home monitoring).	King County	\$540,000
Public Information Portal Provide a single point-of-access, via the Internet, for the public to access all information regarding criminals and criminal cases. To the extent allowed by law, information will include inmate status, cases status, case disposition/results, criminal history, court documents.	King County	\$620,000
Build out of RAIN (Regional Automated Information Network) Add remaining 30+ King County local agencies to RAIN, which will enable all King County law enforcement agencies to share records management system data with each other as well as Washington State and/or other criminal justice agencies.	King County	\$850,000
TOTAL		\$9,130,500

Regional Homeland Security Coordination Districts (RHSCD)¹



¹Note: These coincide with Local Health Regions for Bioterrorism Planning & Coordination

REGIONAL HOMELAND SECURITY COORDINATION DISTRICT (RHSCD)

Region	TRIBE / CITY / COUNTY (% POP)	LEAD RHSCD EMERGENCY MGMT OFFICE POC	RHSCD COORDINATOR	BIOTERRORISM LOCAL HEALTH JURISDICTION COORDINATOR	EMS REGIONAL CONTACT
Region 1	8 Tribes (2%)	Roger Serra	Franze, Nancy	Harmon, T.J.	Riter-Robinson, Bonnie
Snohomish	ESCA (12%)	425-423-7635	(425) 423-7635	(425) 339-8708	(360) 428-0404
	5 Counties (86%)	rserra@snodem.org	nlfranze@snodem.org	tharmon@shd.snohomish.wa.gov	
Region 2	7 Tribes (1%)	Phyllis Mann	John Szymanski	Gunderson, Rick	Grant, Alice
Kitsap	1 City (6%)	360-337-7119	360-337-7719	(360) 337-5265	(360) 479-5631
	3 Counties (93%)	dem@co.kitsap.wa.us	jszymans@co.kitsap.wa.us	gunder@health.co.kitsap.wa.us	
Region 3	6 Tribes (1%)	Kathy Estes	John Taylor	Presswood, Mike	Brower, Jodi
Thurston	4 Cities (21%)	360-754-3360	360-754-3360	(360) 786-5581 ext 7050	(360) 704-2795
	5 Counties (78%)	emwebmaster@co.thurston.wa.us	taylorj@co.thurston.wa.us	presswm@co.thurston.wa.us	
Region 4	1 Tribe (1%)	Tom Griffith	John Wheeler	Dooley, Lou	Konrad, Richard
Clark	0 Cities	360-737-1911 ext 3951	360-737-1911 ext 3941	(360) 397-8122	(360) 576-8197
	4 Counties (99%)	tom.griffith@co.clark.wa.us	john.wheeler@co.clark.wa.us	ldooley@swwhd.wa.gov	
Region 5	1 Tribe (1%)	Ed Reed	Symonds, Tom	Miron, Cindy	Brower, Jodi
Pierce	4 Cities (38%)	253-798-7470	253-798-7842	(253) 798-6556	(360) 704-2795
	1 County (61%)	ereed@co.pierce.wa.us	TSYMOND@co.pierce.wa.us	cmiron@tpchd.org	
Region 6	2 Tribes (1%)	Eric Holdeman	Howard, Kathryn	Byrne, Byron	Owens, Merrill
King	15 Cities (60%)	206-205-8100	(206) 296-8749	(206) 205-6277	(206) 296-4693
	ESCA (1%)	eric.holdeman@metrokc.gov	kathryn.howard@metrokc.gov	byron.byrne@metrokc.gov	
	1 County (39%)	—			
Region 7	1 Tribe (3%)	Sam Lorenz	Curtis, Dean	Johnson, Chuck	Kirking, Darryl
Grant	1 City (6%)	509-762-1462	(509) 762-1522	(509) 886-6421	(800) 346-4032
	5 Counties (91%)	gcem@grantcounty-wa.com	dcurtis@grantcounty-wa.com	chuck.johnson@cdhd.wa.gov	
Region 8	1 Tribe (7%)	John Scheer	Toomey, Lisa	Crowder, Harvey	Clarke, Barbara
Franklin	0 Cities	509-545-3546	509-546-0760	(509) 586-0673	(509) 374-0416
	5 Counties (93%)	jscheer@co.franklin.wa.us	LisaT2010@aol.com	harveyc@bfhd.wa.gov	
Region 9	2 Tribes (1%)	Tom Mattern	Byrnes, Dave	Byrnes, Dave	Burke, Kim
Spokane	1 City (6%)	509-477-7607	509-477-7606	509-477-7606	(877) 326-6499
	10 Counties (93%)	tmattern@spokanecounty.org	dbyrnes@spokanecounty.org	dbyrnes@spokanecounty.org	

Attachment 3

Summary Offender Profile Transition Schedule

	JIN Program Office	AOC	Templar
November		AOC review Quick Start and Checklist Guide User acceptance test	Templar review
December	Contracts: 1) WSP Access Switch 2) DIS Fortress Security 3) WASPC data sharing agreement Configuration of servers: Relocation to vendor room System admin for servers IP assignment by DIS Server certificates Fortress installation Web site implementation: 1) Compile list of agency system administrators 2) Final website configuration	User acceptance test Contracts: 1) Templar (transfer) 2) Attunity (transfer) 3) Board data sharing agreement License transfer: 1) SQL Server 2) Attunity 3) IIS 4) NT 2000 Server OS 5) Compaq Proliant hardware warranties	Configuration of servers: SOP application installation and configuration System Administration Guide DIS training
January	Implementation		
After January		Add JBRS data source	

Attachment 4

Draft Operating Budget January-July 04

Revenue

Interagency Agreement	56,000
Byrne Grant (07/03-07/04)	100,000
DIS Contribution	32,275
DIS Grant Carryover	9,000
NGA Grant	18,000
<u>Total Revenue</u>	<u>215,275</u>

Funds for NGA grant may be used to implement the state's strategic plan, including:

*Travel to planning workshops or team meetings

*Salaries for staff support

*Associated costs, including printing, communications

It has thusfar been used to send a delegation to an NGA conference and for travel to a UNO training session at SEATAC

Operating Expenses

Salary	55,417
Travel	1,400
Telephone	350
Web Services	14,583
Facilities	4,800
LAN/WAN Support	2,333
Office Services	933
Agency Support (Overhead)	7,875

NOTE Although salaries for 1.25 FTE's are funded by the federal government through the National Criminal History Improvement Plan to support "planning and implementation" for JIN, these positions do not report to the Program Office.

As a result, these numbers, as well as money set aside by OFM in the Byrne Grant for travel, is not reflected in this budget.

Projects

SafeHarbor Development Cost	30,000
Summary Offender Profile Hosting	55,000
RCW reorganization manual	10,000
Travel to Utah NGA meeting	6,000
<u>Total Operating Expenses</u>	<u>188,692</u>

Anticipated Surplus	26,583
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2004 Workplan (DRAFT)

ID	Task Name	Start	Finish	Resource Names
1	Project Plan	12/1	12/31	
2	Program Office Budget and Workplan	12/1	12/31	Brian LeDuc,Board
3	JIN Governance Structure	6/17	4/30	
4	Establish Board's role in grants for integrated justice and	10/21	1/20	Board
5	Establish Roles and Responsibilities of Program Director and Program Office	10/21	1/20	Board
6	Formalize operating environment for Board, Program Office	6/17	1/20	Brian LeDuc,Board
7	Establish technical standards, policies	10/29	4/30	Technical Advisory Group,Board
8	Seek Funding, Business Partners	6/17	7/30	
9	Incorporate integrated justice projects into State Homeland Security strategy	9/1	12/26	Brian LeDuc
10	develop legislative, business, local contacts	6/17	7/30	Brian LeDuc
11	Develop SOP Environment	10/10	1/16	
12	Hosting Plan	10/10	10/21	Brian LeDuc,SOP Task Force
13	Transition	12/16	1/16	Brian LeDuc,Wayne Clare,DIS
14	RFP for Technical Support	11/3	1/16	Brian LeDuc,DIS
15	Establish Customer Support environment	11/3	1/16	Brian LeDuc
16	Request for Information for Integration Solution	9/1	2/11	
17	Draft RFI	9/1	10/21	Brian LeDuc,TAG
18	RFI responses	11/3	12/19	Vendors
19	Selection of Partner	12/22	1/16	TAG
20	Proof of Concept	1/19	2/11	Brian LeDuc,Vendor(s)
21	September 2004 Report to Governor	1/16	7/20	
22	Outline based on RFI results	1/16	2/27	Brian LeDuc
23	Gap Analysis	3/1	3/16	Brian LeDuc,Board
24	Information Gathering	3/16	5/28	Brian LeDuc
25	First Draft	5/31	6/15	Brian LeDuc,Board
26	Final Draft	6/15	7/20	Brian LeDuc,Board
27	Other Duties and Projects	12/1	7/30	
28	Outreach	12/1	7/30	Brian LeDuc
29	Oversee production of interdisciplinary RCW Crime Code Manual	5/4	6/25	Brian LeDuc,WSP,AOC,SGC
30	Newsletter	7/30	7/30	Brian LeDuc
31	Add content to website	7/30	7/30	Brian LeDuc
32	Identify opportunities for collaboration, leverage	7/30	7/30	Brian LeDuc